# **Useful Links & Contacts for Faculty & Staff**

This page has a list of links and contacts that faculty and staff members may find helpful.

## Frequently Used Links

- FacStaff Webmail (or the new version)
- · SAS Meeting Maker web calendar
- Blackboard login
- Courses inTouch
- PennNet Phone (VoIP) Services

#### Help with Fixing Your SAS Computer

- Computing help for faculty and staff is provided by your Local Support Providers (LSPs).
- SAS Computing
- Computer Fixer (recommended service for computers not owned by SAS)

#### Network & System Status

- SAS Computing Notification Service (notices of system outages)
- PennNet Status
- University Network and Server Status

## Supported Technology

- Email (facstaff) for SAS instructors
- Software products supported at Penn
- Operating systems supported in SAS
- · Hardware configurations recommended in SAS
- PennConnect DVD (currently recommended software)

#### **Course Management**

- Courses inTouch (CiT): class lists, online grading, course problem notices
- Help and access information for the Online Grading system
- Help for Course Problem Notices (CPN)
- Blackboard course web sites: Blackboard login, Blackboard links and contacts
- <u>Class Mailing Lists</u> from lists.upenn.edu (see our page <u>Class Mailing Lists</u> for information)
- Registrar
- Classroom Finder (Classroom Technology Services)
- Request for change in classrooms (Classroom Technology Services)
- Online Course Evaluations (Frequently Asked Questions; Evaluation Response Reports)
- Penn Course Review
- Midterm Course Evaluations

## **Teaching Resources**

- Instructional Technology & Pedagogy Support Services for Faculty (a consolidated list)
- <u>Center for Teaching & Learning</u> (approaches to improving instruction)
- Engaging Students Through Technology (blog)
- Teaching Options for a Snow Day

#### **Research Resources**

- Services for Researchers (Office of the Vice Provost for Research)
- Office of Research Services
- <u>Center for Technology Transfer</u> (p atents, copyrights, trademarks)
- Research at Penn (e-publication)s
- Scholarly Commons@Penn for SAS (repository of research)

# **Document Management**

- Managing Your Documents: Solutions for SAS Faculty & Staff
- Managing Your Documents: Working From Your Office Desktop Computer

## **Technology Facilities for Instructors**

- $\bullet \quad \underline{\text{Multi-Media Services}} : \underline{\text{equip ment loan}}, \underline{\text{videoconferencing}}, \text{and other } \underline{\text{media services}}$
- Language Resource Center
- Weigle Information Commons (WIC) and Vitale Digital Media Lab in Van Pelt Library

#### Academic Advising & Administration

- Advisor inTouch (AIT): access and assistance
- Major Advising Program (MAP)
- College General Requirement Course List
- Institutional Research Query Database (IRQDB)

- External Credit Evaluation Tool (XCAT): Contacts for XCAT
- Student Record System (SRS) Help and Contact Information
- Course Search & Schedule Planning Tool
- group.sas mailing lists (mailing lists for SAS groups)
- Web Design Services for Departments and Centers
- <u>Survey Builder</u> (see <u>datab ase applications</u> for information)
- Web Form Handler (see database applications for information)

# Security, Privacy, & Acceptable Use

- Penn Computing Security and Privacy
- Basic Information Security for Instructors and TAs
- PennKey ID and password
- How to Sponsor a Guest on Penn's Wireless Network
- One Step Ahead (Security Tips)
- Computer Security
- Privacy
- SAS Spam Shield (see information about SAS Spam Shield, Proofpoint spam protection)
- Anti-Virus Software
- . Security and Privacy Impact Assessment (SPIA)
- Record Retention Schedule
- Secure Share (secure file exchange on the web see information page)
- Policy on Acceptable Use of Electronic Resources at Penn
- Acceptable Use of mail.sas
- Cloud Computing: acceptable use guidelines at Penn

#### Learning about Technology

- <u>Technology Training Services</u>
- WICshops (workshops at the Weigle Information Commons), including Technically Speaking
- For more resources, see: Technology Training and Skills Development

## **University Links**

- Penn Portal
- <u>U@Penn</u> (information about your employment and benefits)
- Penn Computing (ISC): university-level computing and communication services
- Penn Computer Connection (academically priced computer equipment and software)
- PennNet Phone Services: VoIP (Voice over IP) telephone and voice mail service (What is PennNet Phone?)
- Green IT (environmentally conscious computing)
- Office of Software Licensing (site licenses)
- Penn Web Style Guide
- Penn eCards (Greetings from Penn)

# Who, What, When, Where

- Penn directories of students, faculty, and staff: find a person or update directory listings
- Penn Directory Search for mobile devices (www.upenn.edu/mdir)
- Event calendar
- A cademic calendar
- Campus maps
- Penn A-Z (alp hab etical list of Penn entities)

# **SAS Division Pages**

- School of Arts & Sciences (SAS): academic departments
- The College (undergraduate division of SAS)
- Division of Professional and Continuing Education (PCE)
- <u>College of Liberal and Professional Studies</u> (LPS), formerly known as College of General Studies (CGS)
- Graduate Division (GAS)
- Finance and Administration (FAS)



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